



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award (Two Page)

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this two page form for all Individual Cash Awards, On-the-Spot Awards and Time-Off Awards for records:
Not under your security in FPPS;
Amount of award is \$5000 or greater; or
FY cumulative amount is \$5000 or greater
4. Provide a copy of the completed form to the employee when the electronic award has processed.

Employee Name: Kevin Myers Employee ID #: (b) (6)
Position Title (optional): _____ PP-Series-Grade(optional): _____
Organization (optional): OMS/OA/FMSD

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☐ Time Off Award

Total Amount of Award (\$): \$1,500.00 AND/OR Total Number of Hours: _____

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit: ☐ Moderate ☒ Substantial ☐ High ☐ Exceptional
Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☒ General

Narrative Justification for Award:

I am nominating Kevin Myers for a Cash Award in the amount of \$1,500 for his noteworthy contributions to the Office of Science and Technology (OST)'s mission through his effective management of water damage, analytical testing and coordination of restoration activities to ensure OST's immediate office area was returned to a safe workplace for the Office Director's staff. The immediate office staff is responsible for the business, communication and administrative operations of our office.

In November 2019, OST's immediate office space suffered significant water damage due to a sprinkler malfunction on the upper floor. EPA's buildings are managed by the General Services Administration (GSA). Responsibility for restoration activities is divided between the GSA and the EPA's Facilities Management Division. Kevin expertly managed the intricate procedures to meet GSA standards and the close coordination required to ensure effective follow-up by GSA.

Beside managing the above mentioned activities, Kevin helped me clean the most affected cubicles. Two cubicles were badly hit by the flooding event and wet paper inside the drawers contributed to a musty smell that permeated through the whole area. In addition, he supported my efforts to ensure my staff were briefed on health and safety issues and provided with the results of air and surface mold testing. It took 3 months to restore the area. Three months of coordination, follow-ups and direct assistance by Kevin Myers. Kevin's efforts were critical to the rehabilitation of our office space and return to normalcy, so our staff could continue our mission in support of OST. The Office of Science and Technology is grateful to Kevin, his efforts on behalf of our office are of substantial value and general application.